



OPEN EXAMINATION
PHARMACEUTICAL CONSULTANT I,
DEPARTMENT OF HEALTH SERVICES
CONTINUOUS TESTING

This bulletin cancels and supersedes the bulletin released February 5, 2002

SY15 / 7975 9HACC

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>, and may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8339
	Selection Unit	
In Person:	1501 Capitol Avenue, Suite 71.1501	
By Mail:	MS 1300-1302	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing periods for this classification are January 1 through June 30 and July 1 through December 31.

SALARY RANGES: \$5167 - \$7104 per month.

POSITION DESCRIPTION: This is the journey person level in this series. Incumbents in this class either (1) in a field office, provide a full range of consultation services to staff consultant, physicians, nurses, fiscal intermediary representatives, and others as the services apply to the Medi-Cal Program and to facilities licensed by the Department of Health Care Services; review and monitor drug utilization under the Medi-Cal Program, including on-site review of pharmacy providers; and independently evaluate and approve or deny a full range of drug treatment authorization requests in the Medi-Cal Program; in the Audits and Investigations field office program, may occasionally assist in developing policies through participation on departmental task forces; or (2) in a headquarters office, assist in evaluating of pharmaceutical benefits; assist in monitoring drug utilization in medical care programs; provide advice and guidance to departments, agencies, and local jurisdictions throughout the State on the nature and scope of pharmaceutical services provided under medical care programs. Travel may be required in some positions.

Positions exist with the Department of Health Care Services in Los Angeles, Sacramento, Stockton, San Diego, Anaheim, Santa Ana, San Francisco, San Bernardino, Santa Rosa, and Ventura.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).
Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Possession of a valid certification of registration in pharmacy issued by the California State Board of Pharmacy. **And**

One year of experience (exclusive of internship) within the last five years in the practice of community or hospital pharmacy.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of training and experience weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Training and Experience questionnaire. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Drugs and medical supplies required in the operation of a pharmacy.
2. Pharmaceutical chemistry and principles of pharmacology.
3. Drug utilization.
4. Pharmacy economics.
5. Drug purchasing, pricing, and inventory control.
6. Principles of statistics.
7. Medical care administration.
8. Pharmaceutical manufacturing methods and drug distribution.
9. Interrelationships of Federal, State, and local professional and voluntary health and welfare agencies, and of programs and services of such agencies.
10. Pharmaceutical practice in health facilities, clinics and home health agencies.

Ability to:

1. Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs.
2. Evaluate the quality and scope of pharmaceutical services provided under Department of Health Care Services programs.
3. Interpret and apply policies and standards for the pharmaceutical aspects of medical care programs.
4. Establish and maintain effective and cooperative working relationships.
5. Analyze situations accurately and take effective action.
6. Report on the effects of proposed changes in the pharmaceutical aspects of the Department of Health Care Services programs.
7. Communicate effectively.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will not be added to this examination since it does not qualify as an entrance examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379